

Helpful Hints for a Smooth Administration

Students perform at optimal levels when a good testing environment is presented. Below are a few steps to take to assist in a smooth test administration.

Schedule Test Administration

- Identify courses and students required for end-of-course (EOC) testing.
- Complete steps of ordering process (Confirm Unit Usage, Create/Upload Students, Create Class Test Rosters, Finalize Class Rosters).
- Set testing dates online for one day after actual testing (i.e., For testing through February 7, the CBT window should be open until February 8.).
- Discuss with students the purpose and importance of the assessment.
- Schedule day and time with staff and students.
- Schedule room(s) and proctor(s).
- Provide staff schedule of testing times and locations.

Prior to Test Administration

- Prepare student workstations by installing Vanguard software.
- Verify workstation is working appropriately by launching the QC CBT QuickStart LaunchTest found at <http://www.act.org/stateservices/kentucky/verify.html>.
- Discuss with district leadership limiting bandwidth at other schools in the district on test day (for large scale testing).
- Retrieve the Test Control and Vanguard Exit Codes from QualityCore® system.
- Train staff in Administration Code and Inclusion of Special Populations Students.
- Review the *Online User's Guide* and *CBT Room Supervisor's Manual*.
- Print Test Roster Student Information from QualityCore® system.
 - QualityCore® ID
 - First Name
 - Middle Initial (optional)
 - Last Name
 - Date of Birth
- Activate the Test Roster, if it has been inactivated.

Launch QualityCore® Application

- Login with test administrator's username and password (may be done prior to student entering room).
- Activate the Vanguard software (icon on desktop or through the Start Menu).
- Carefully enter Student Information from **QualityCore® Test Roster** (inaccuracies may be corrected after testing).
- Read verbal instructions (*CBT Room Supervisor's Manual*, pages 6–7).
- Distribute scratch paper.
- Distribute approved calculators (Algebra II).

Students (Multiple-Choice Part 1)

- Read and accept User Policy.
- Verify student information.
- Select the EOC assessment (with monitoring by staff support) *Note: Timing will not begin until the student clicks the “Continue to Test” button, sending them to the first question..*
- Read the directions.
- Complete test questions by choosing answers .
- Review answers before submission.
- Choose Submit.
- Stop
- Wait until all students have completed testing.
- (Optional) Take a 10-15 minute break (Students may remain in or exit the room).

Staff

- Enter the Test Control Code—**SFSX4**.
- Select **Submit and Go On to the Next Section**
- Announce Multiple-Choice Part 2 will begin.
- Read verbal directions (*CBT Room Supervisor’s Manual*, pages 6–7).
- Complete seating chart.

Students (Multiple-Choice Part 2)

- Verify student information to be sure student has returned to the correct computer.
- Select the EOC assessment (with monitoring by staff support).
- Click “Continue to Test”.
- Begin testing.

After Test Administration

- Collect scratch paper and destroy securely.
- Enter the Test Control Code—**SFSX4**.
- Enter **exit07** to exit the test center.
- Click “Yes” if you would like the application to automatically start the next time the computer is booted, or click “No” if you do not want the application to automatically start the next time the computer is booted.
- Direct students to next activity (Constructed Response or return to normal schedule).
- Complete Testing Irregularity Report, if needed (*CBT Room Supervisor’s Manual*, page 11). CBT irregularity reports can be faxed to the number at the top of that report, or mailed with the paper constructed-response test materials.
- Return to Test Roster to correct any inaccurate student information.

Troubleshooting

The system will not accept the student information.

The student information must be entered exactly (including spaces) as it was entered into the QualityCore® system.

If you are typing in the Name, ID, DOB exactly as in roster, try exiting out of Vangaurd and restarting it.

During testing an error message occurs.

A script error may appear. Student should click “Yes” to continue running the scripts.